



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A  
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**Chapin Spencer**  
*DIRECTOR OF PUBLIC WORKS*

## MEMORANDUM

TO: PUBLIC WORKS COMMISSION  
FM: CHAPIN SPENCER, DIRECTOR  
DATE: OCTOBER 9, 2014  
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on October 15, 2014 at 6:30 PM at 645 Pine St, Main Conference Room.

1. Agenda
2. Consent Agenda
3. 49 Curtis Ave Trades Appeal – Continuance
4. King ST Center Request
5. Minutes of 9-17-14

**Non-Discrimination**

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.



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**Chapin Spencer**  
*DIRECTOR OF PUBLIC WORKS*

## **M E M O R A N D U M**

To: Amy Bovee, Clerks Office  
From: Chapin Spencer, Director  
Date: October 9, 2014  
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **October 15, 2014**  
Time: 6:30 – 9:00 p.m.  
Place: 645 Pine Street – Main Conference Room

## **A G E N D A**

### **ITEM**

- 1 Agenda
- 2 10 Min Public Forum
- 3 5 Min Consent Agenda
  - 3.10 Fletcher Pl to Hungerford Terrace – Handicap Sign Relocation
  - 3.20 Champlain College Temporary Bus Stop
- 4 15 Min 49 Curtis Ave Trades Appeal – Continuance
  - 4.10 Communication, N. Baldwin & Appellant
  - 4.20 Discussion
  - 4.30 Decision

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- 5    20 Min    King St Center Request
  - 5.10    Communication, D. Roy & N. Baldwin
  - 5.20    Discussion
  - 5.30    Decision
  
- 6    25 Min    NACTO Urban Streets Design Guide
  - 6.10    Presentation, N. Losch
  - 6.20    Discussion
  - 6.30    Decision
  
- 7    5 Min    Minutes of September 17, 2014
  
- 8    10 Min    Director's Report
  
- 9    10 Min    Commissioner Communications
  
- 10            Executive Session for Deliberation of Appeals (if needed)
  
- 11            Adjournment & Next Meeting Date – November 19, 2014



## MEMORANDUM

September 29, 2014

**TO:** Public Works Commission  
**FROM:** Damian Roy  
**RE:** *DRR*  
Fletcher Pl to Hungerford Terr. Handicap Sign Relocation

---

### Background:

Staff received a request from Mr. Robert Neale of 69 Hungerford Terrace informing us of his need for an additional handicap parking space on Hungerford Terrace. His former place of residence at 11 Fletcher Place currently has a handicap parking space and his request is to have it relocated to 69 Hungerford Terrace. Public outreach on Fletcher Place has indicated that one other resident, Edwin Owre of 43 Fletcher Place, is also handicapped and would like the existing sign to be relocated in front of his residence approx. 165 feet away.

### Observations:

Staff has met with Mr. Neale at 69 Hungerford Terrace. According to Mr. Neale the existing handicap parking space located in front of his current residence is being occupied by another handicapped resident. The use of this handicapped space on Hungerford Terr. has been confirmed by staff during several site visits. Mr. Neale states that he often is forced to park farther from his residence than his physical ability allows. Mr. Neale resides in a 4 unit apartment house with 2 parking spaces behind the building. These two spaces are assigned to other units in the building leaving Mr. Neale to find parking on the nearby streets.

Mr. Owre states a similar situation regarding his physical disability with respect to the location of the existing sign on Fletcher Place. Relocating the existing sign on Fletcher Place 165' north on the west side would place the sign in front of Mr. Owre's residence allowing his use of it.

*NB 10/2/14*

**Conclusions:**

After meeting with Mr. Neale, his need for an additional handicap parking space in front of his residence is justified. After speaking with Mr. Owre, his need for relocating the existing handicap parking space on Fletcher Place is also justified. No negative impact is foreseen with either the addition of a handicap parking space on Hungerford Terrace nor the relocation of the existing handicap parking space on Fletcher Place.

**Recommendations:**

Staff recommends that the Commission adopt:

- The addition of a new “Handicapped Parking Sign” in front of, or closest to, 69 Hungerford Terrace as shown on the attached drawing.
- The relocation of the existing “Handicapped Parking Sign” from 11 Fletcher Place to 43 Fletcher Place as shown on the attached drawing.

8/26/14

Robert Neale  
11 Fletcher Pl  
802-825-6781

RECEIVED

AUG 25 2014

BURLINGTON PUBLIC  
WORKS

Last year when I moved to Fletcher Place  
you installed a handicap parking sign for  
me. Thanks you. I must move out by  
September 1 so the sign will no longer be  
needed there.

I would like to request that the sign  
be relocated - as near as possible, to my  
new residence at 69 Hungerford Terrace

Thank you very much.





# CITY OF BURLINGTON

## SERVICE REQUEST

### Name and Address

Name: Robert Neale

Request Date: 08/25/2014 2:11

PM

Due Date: 9/24/2014

Address: 11 Fletcher Pl

Phone Number: 825-6781

Email Address:

### Request

Location: 69 Hungerford Terr

Request Description: See attached hand-written note requesting that a new designated accessible parking space sign be put up as close as possible to his new residence at 69 Hungerford Terrace (he will move in after September 1st). Customer states there is another designated accessible parking space in the area. (See also RFS #5035).

### Assign History

Date	Assigned To	Description
9/22/2014 2:05:12 PM	Damian Roy	,
8/25/2014 2:11:43 PM	Colin Brett	Request Assigned

## Work History

Date	Staff Person	Description
10/02/2014	Damian Roy	Staff talked with Edwin Owre, a 42 year resident of 43 Fletch Place who is handicapped (# P68610) and would like the existing handicap parking sign moved from in front of 11 Fletcher Place to in front of 43 Fletcher Place - a distance of approx. 165'. ( Entered on 10/2/2014 1:46:23 PM by Damian Roy )
09/26/2014	Damian Roy	Norm and I visited Mr. Neale at the site. Information and observations gathered. One handicapped space exists at site but Mr. Neale claims it is always in use. No car was present in the space at that time, will visit periodically to verify. If true, then a need for an additional handicap space is valid. ( Entered on 9/26/2014 2:46:53 PM by Damian Roy )
09/22/2014	Holly Lane	Customer called again about the sign being moved transferred call to Norm ( Entered on 9/22/2014 12:02:41 PM by Holly Lane )
09/19/2014	Helen Plumley	Customer hasn't heard anything. I connected him with Colin (whose last day is today). ( Entered on 9/19/2014 10:23:49 AM by Helen Plumley )

## Customer Service

Status: New

Request created by: Helen Plumley

Print Date: 10/2/2014 2:25:18 PM



5/19/2012  
2012

ce

Proposed Additional  
Handicapped Parking Space

Existing Handicapped  
Parking Space to Remain

114 ft



Robert Neale  
Additional Handicap Sign  
69 Hungerford Terr.



**BURLINGTON  
PUBLIC WORKS  
ENGINEERING DIV.**

845 PINE STREET  
BURLINGTON, VT 05401  
(802) 863-9094  
(802) 863-0466 (Fax)

DESIGNED NJB	RFS NO. 5036
DRAWN DRR	SCALE 1"=40'
CHECKED NJB	DRAWING NO.
DATE 10/7/2014	SHEET 1 OF 2





Edwin Owre  
Handicap Sign Relocation  
43 Fletcher Place



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DESIGNED NJB	RFS NO. 5036
DRAWN DRR	SCALE 1"=40'
CHECKED NJB	DRAWING NO.
DATE 10/7/2014	SHEET 2 OF 2





## MEMORANDUM

September 29, 2014

**TO:** Public Works Commission

**FROM:** Damian Roy, DPW Engineering Technician

**CC:** <sup>DR</sup> Norman Baldwin, Asst. Director/City Engineer

**RE:** Champlain College Temporary Bus Stop

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### Background:

Staff received a request from Mr. John Caulo, Vice President of Campus Planning & Auxiliary Services for Champlain College, regarding the colleges need for a temporary bus stop on South Willard Street. The Champlain College Shuttle Program is a core element of their transportation and parking management strategies to limit impact to neighborhoods adjacent to their campus. Due to construction at Bader Hall on the corner of Maple Street and South Willard Street, the shuttles servicing that area are not able to navigate the internal vehicular campus route and must use the public streets in the adjacent neighborhoods. The Shuttle Program employs two buses, one larger bus and one smaller bus. The smaller bus comes up Maple Street, turns on Summit Street, and then uses the Aiken Hall horseshoe to turn around and go back the same way. The larger bus comes up Maple Street, drops off students, and then has to take numerous return routes through various residential streets: Jackson Court, Harrington Terrace, Summit Street, Cliff Street, and Prospect Street. In all cases, residents on each street have expressed their displeasure in the shuttle service return route selection. As a result Champlain College is seeking to establish a transit stop on South Willard Street that will keep their larger shuttle on main arterials and not within neighborhood local streets.

### Observations:

Staff has observed and confirmed the construction at Bader Hall and its negative impact on Champlain College Shuttles. The west side of South Willard Street south of Maple Street has six unrestricted parking spaces in front of Hill and Lyman Hall with an adjacent crosswalk. Students at Hill and Lyman Halls also have access to additional parking to the south along South Willard Street and also at the West Hall parking lot on Maple Street. Parking along this section

UB 10/8/14

of Willard Street is adjacent to Champlain College facilities and is not adjacent to any private residents.

### **Conclusions:**

Installing a temporary bus stop in front of 237 South Willard Street (Lyman Hall) would enable the Shuttles servicing the nearby areas to load/off-load students safely and efficiently. This would also allow the Shuttles to operate on main arterials and thus not disturb residents on adjacent streets. After the construction at Bader Hall's projected completion date of August 2015, the temporary bus stop would be removed and the three unrestricted parking spaces would be restored.

### **Recommendations:**

Staff recommends that the Commission adopt:

- The temporary removal of three unrestricted parking spaces at 237 So. Willard Street.
- The temporary addition of a Champlain College bus stop in front of 237 So. Willard Street.
- The restoration of three unrestricted parking spaces at 237 So. Willard Street after construction at Bader Hall is completed.



# CHAMPLAIN COLLEGE

18 September 2014

163 South Willard Street  
P.O. Box 670  
Burlington, VT 05402-0670  
(802) 860-2700 | (800) 570-5858  
fax (802) 860-2767  
[www.champlain.edu](http://www.champlain.edu)

Mr. Norm Baldwin, City Engineer  
Burlington Department of Public Works  
PO Box 849 – 645 Pine Street  
Burlington, VT 05401

RE: Champlain College  
Temporary Shuttle Bus Drop-Off along South Willard Street

Dear Norm:

As a follow up to our recent conversations, let this correspondence confirm a request by Champlain College to create a temporary shuttle bus drop-off area along the west side (south bound) of South Willard Street, in front of Perry Hall. As we discussed, we would like to appropriate 2-to-3 unmetered parking spaces at this location for this purpose (see attached photo image). Specifics follow:

As you know, Champlain's parking and transportation plan envisions a "car free" environment at the core campus. To achieve this goal, all full-time employees (faculty/staff) and commuting students park at Lakeside Avenue facility and ride the shuttle bus system to campus. Among the many benefits of this parking policy is the reduction/elimination of vehicular traffic in adjacent residential neighborhoods.

Up until this academic year, the routing of the *Lakeside* shuttle did not impact residential neighborhoods north and east of campus. Shuttles would be routed through the so-called Bader parking lot and back out onto south Willard and Lakeside. With the Bader parking lot now inaccessible due to its 'ground zero' status @ the CCM construction project, the *Lakeside* shuttles cannot navigate the internal vehicular campus route, and must use adjacent public streets (upper Maple; Harrington and Jackson Terrace; Summit Street). With two (2) separate shuttle busses operating, our strategy has been to spread the impacts by routing one bus through Harrington/Jackson Terrace and the other via Summit and Maple. As you have been made aware (by neighborhood phone calls), this has caused equal amounts of consternation among our residential neighbors, particularly those along Summit, Harrington and Jackson Terrace.

A potential solution could occur along the southbound South Willard Street, in front of Perry Hall. If three (3) existing parking spaces are temporarily converted to a bus pull off between now and August, 2015, the *Lakeside* shuttle can be re-routed to eliminate impacts on Summit and Harrington/Jackson Terrace. Once the CCM project is completed next August, the *Lakeside* shuttle will return to the internal route used last year. Thank you for your consideration.

Sincerely,

John Caulo  
Associate Vice President – Campus Planning & Auxiliary Services



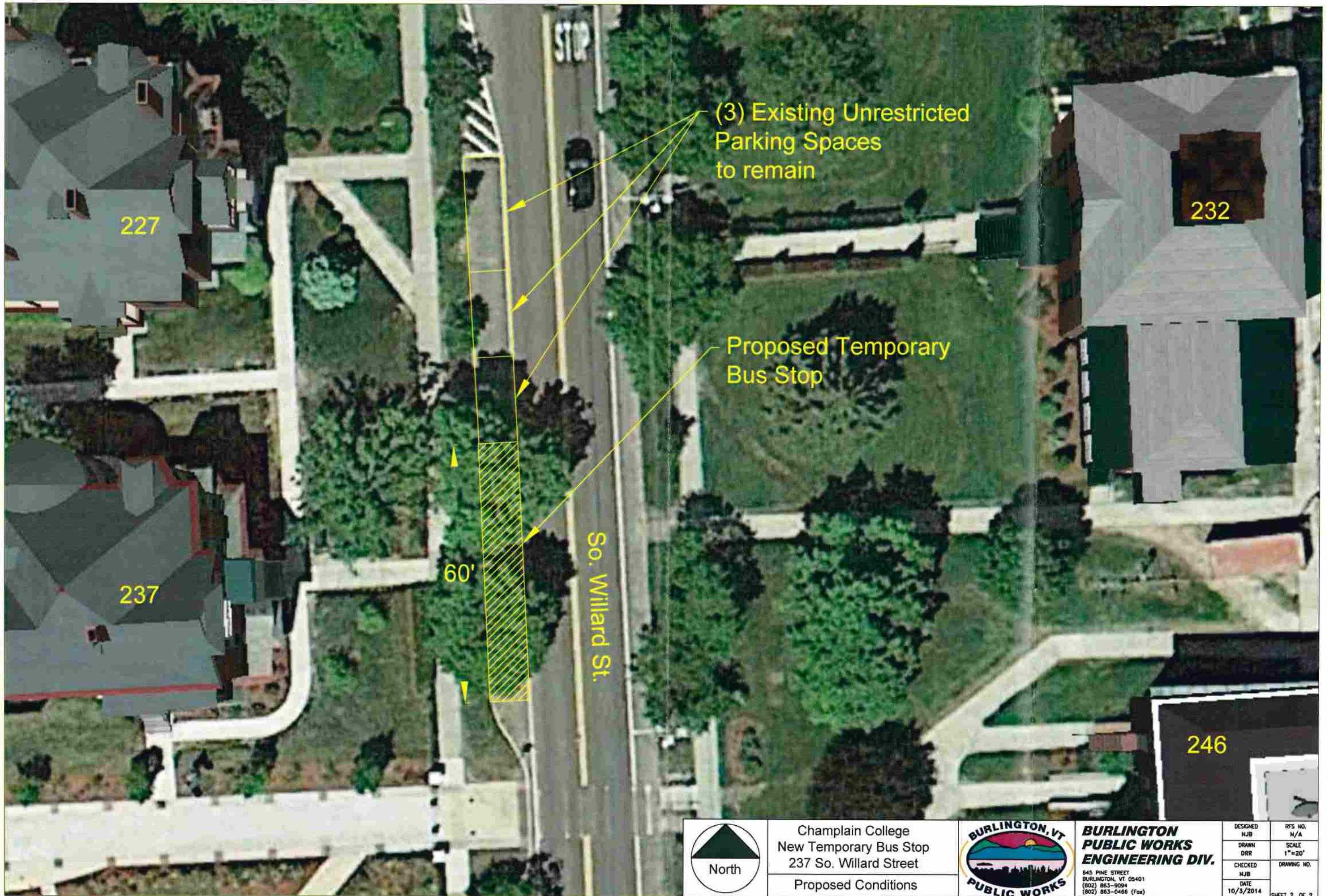


Champlain College  
New Temporary Bus Stop  
237 So. Willard Street  
Existing Conditions



<b>BURLINGTON PUBLIC WORKS ENGINEERING DIV.</b>	
DESIGNED NJB	R/S NO. N/A
DRAWN DRR	SCALE 1"=20'
CHECKED NJB	DRAWING NO.
DATE 10/3/2014	SHEET 1 OF 2





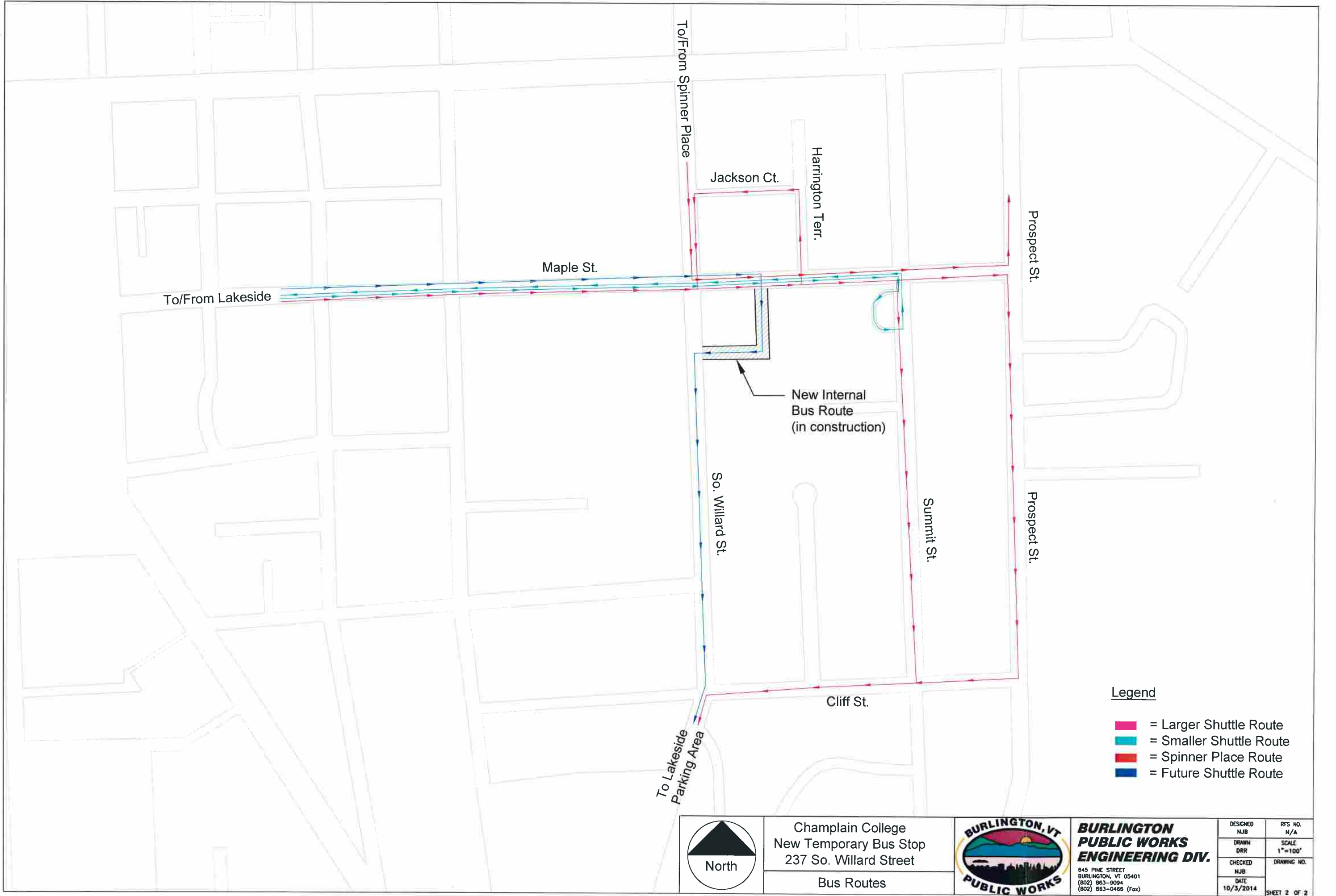
Champlain College  
New Temporary Bus Stop  
237 So. Willard Street  
Proposed Conditions



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645 PINE STREET  
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(802) 863-9094  
(802) 863-0466 (Fax)

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DRAWN DRR	SCALE 1"=20'
CHECKED NJB	DRAWING NO.
DATE 10/3/2014	SHEET 2 OF 2





Legend

- █ = Larger Shuttle Route
- █ = Smaller Shuttle Route
- █ = Spinner Place Route
- █ = Future Shuttle Route



Champlain College  
New Temporary Bus Stop  
237 So. Willard Street  
Bus Routes



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645 PINE STREET  
BURLINGTON, VT 05401  
(802) 863-9094  
(802) 863-0466 (Fax)

DESIGNED NJB	RFS NO. N/A
DRAWN DRR	SCALE 1"=100'
CHECKED NJB	DRAWING NO.
DATE 10/3/2014	SHEET 2 OF 2





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645 Pine Street  
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**Chapin Spencer**  
*DIRECTOR OF PUBLIC WORKS*

**Norman J. Baldwin, P.E.**  
*CITY ENGINEER/ASS'T DIRECTOR*

October 8, 2014

TO: Public Works Commission

FROM: Norman Baldwin, P.E. *NB*  
City Engineer/Ass't Director of Public Works

Adam Holt, Appellant/Homeowner 49 Curtis Avenue *AH*

RE: 49 Curtis Avenue Trades Appeal

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Both the appellant Mr. Holt and the Trades Inspector Brad Biggie and I meet Wednesday, October 8, 2014 to discuss the specifics to his appeal. There was some confusion as to our respective roles and responsibilities. It wasn't until today; Mr. Holt understood that he would have to engage a HVAC contractor to prepare documentation necessary to consider his request seeking a variance for the ceiling height requirement.

Moving forward we now have a clear path to resolution.

- We (Mr. Holt and City staff) both agree the affidavit submitted by Mr. Holt protects the city and himself as a homeowner in relation to life safety requirements, until such time as we can fully resolve the issues associated with this appeal.
- It is our collective understanding that there is an earnest effort on the part of the homeowner to comply with the life safety requirements and egress issues. We believe we have in hand a working solution.
- Beyond the life safety issues, Mr. Holt is seeking a variance to the 6 foot' 8 inches ceiling height requirement. To properly consider Mr. Holt's request we have asked him to engage an HVAC contractor to examine his options to raise the existing HVAC duct work to achieve as much of the 6 foot '8 inch ceiling height as reasonably possible. Brad Biggie has expressed comfort with a minimum 6 foot 4 inch ceiling height.

We would respectfully request the Commission, as the appeal board to provide a continuance to this appeal and not have it heard again as a part of the October Commission Meeting Agenda but rather have it revisited as a part of the November Commission Agenda.



## MEMORANDUM

October 9, 2014

**TO:** Public Works Commission  
**FROM:** Damian Roy, DPW Engineering Technician *DRR*  
**CC:** Norman Baldwin, City Engineer  
**RE:** King Street Youth Center Parking

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### Background:

Staff has received parking requests from two major non-profit organizations who are located on King Street between Saint Paul Street and Pine Street. With the redevelopment of the two sites it is important to revisit the parking along this block to determine if the current parking restriction best suits the needs of the adjacent uses. Those uses include the Champlain Housing Trust, the redesigned King Street Youth Center (under construction) and residential housing.

### Observations:

King Street between Pine Street and Saint Paul Street is a mix of residential and commercial use. The north side of Pine Street is Unrestricted Parking with the exception of one 15-minute Parking Space. The south side of Pine Street is Resident Only Parking with the exception of one 15-minute Parking Space. Both 15-Minute Parking Spaces are not in use by any specific business or person. Parking on the north and south sides are both heavily utilized. The King Street Youth Center has expressed a need for additional short term parking in front of their building at the completion of construction.

### Conclusion:

King Street Youth Center's need for additional short term parking for pick-up and drop-off use is justified. Construction plans for the new Youth Center show approx. 90 feet of curbed street frontage on King Street. This space will create two parking spaces in addition to the two that existed prior to construction, bringing the after-construction total to four. Of these four

*NB 10/9/14*

spaces, three can be utilized as 15-Minute Parking Spaces. The fourth can be used as Residential Only Parking. The existing 15-Minute Parking Space located on the south side of King Street on the east end does not serve a specific business or purpose and can be used as Residential Only Parking. These changes indicate no reduction in Residential Only Parking on King Street. Furthermore Staff has concluded that the north side of King Street is underutilized as Unrestricted Parking and should be converted to 3-Hour Metered Parking, 8:00am to 6:00pm. This will ensure vehicle turn-over in the area thus improving access to nearby businesses and create additional night time parking for nearby residents. Lastly, the “No Parking Here To Corner” sign located on the north side of King Street near Saint Paul Street should be relocated 20 feet from the tangent of curb to allow greater line of sight to vehicles entering and exiting the Housing Trust driveway.

**Recommendation:**

Staff recommends that the commission adopt:

- The removal of the existing 15-Minute Parking Spaces on King Street.
- The addition of three 15-Minute Parking Spaces in front of the new King Street Youth Center upon completion of construction.
- Installing 3-Hour Metered Parking along the entire north side of King Street between Pine Street and Saint Paul Street.
- The remainder of the parking on the south side of King Street to be made Resident Only Parking.
- The relocation of the “No Parking Here To Corner” sign on the north side of King street near Saint Paul Street to 20 feet away from the tangent of curb on King Street.

October 9, 2014

Norm Baldwin, DPW  
City of Burlington  
Burlington, VT. 05401

Dear Norm,

Here again is our original request from the King St. Center, 88 King St., in Burlington, Vermont.

We would like to have three parking spaces directly in front of our new building designated for King St. families to use for drop off and pick up of children. We would like signs marking those spaces as KSC parking only between the hours of 7:30 am and 6:00 pm, 15 minutes.

We believe this will give families the ability to access the facility without creating traffic concerns on the street. Absent these designated spaces, we envision drivers double parking and creating a single line for traffic on King Street.

Thank you very much.

Sincerely,

John P. Bossange  
KSC Board  
Building Co-Chair

## Damian Roy

---

**From:** Michael Monte <MMonte@champlainhousingtrust.org>  
**Sent:** Wednesday, October 01, 2014 4:33 PM  
**To:** Norm Baldwin  
**Cc:** Damian Roy; Nicole Losch  
**Subject:** RE: King Street update  
**Attachments:** King Street update; RE: King Street; RE: King Street; RE: King Street

Thanks Norm. Here are a few of the e-mails.

My thinking is that between the Hotel, King Street and CHT, it makes no sense to keep the north side of King Street on this block as open and free parking, when there is resident parking and meters all around.

We could use one or two more spaces for short term parking, than short term meters make the most sense on the block, for people who are visiting all of the places of business on the street.

Michael Monte  
Chief Operating and Financial Officer  
Champlain Housing Trust

802.861.7300 Direct Line  
802.578.9735 Cell  
802.862.6244 Main Line  
802.864.0734 Fax

88 King Street  
Burlington, Vermont 05401

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**From:** Norm Baldwin [mailto:nbaldwin@burlingtonvt.gov]  
**Sent:** Wednesday, October 01, 2014 4:19 PM  
**To:** Michael Monte  
**Cc:** Damian Roy; Nicole Losch  
**Subject:** Re: King Street update

I can and will.

I am copying Damian on this email. I am not familiar with your request but I will look for it and if need be I will follow up with you.

*Sent from my Verizon Wireless 4G LTE DROID*

Michael Monte <MMonte@champlainhousingtrust.org> wrote:

## Damian Roy

---

**From:** Nicole Losch <NLosch@burlingtonvt.gov>  
**Sent:** Wednesday, August 21, 2013 9:12 AM  
**To:** Michael Monte  
**Subject:** RE: King Street

On-street parking requests can just be sent to DPW Customer Service and they'll assign it to Joel Fleming. I'll forward this into the system now and you should be hearing from Joel shortly.

Thanks!

Nicole Losch // Transportation Planner, Bicycle & Pedestrian Program Manager, Environmental Planner  
645 Pine Street Suite A, Burlington VT 05401  
p 802.865.5833 // f 802.863.0466  
*Please note the new email address: [nlosch@burlingtonvt.gov](mailto:nlosch@burlingtonvt.gov)*

---

**From:** Michael Monte [<mailto:MMonte@champlainhousingtrust.org>]  
**Sent:** Tuesday, August 20, 2013 4:44 PM  
**To:** Nicole Losch  
**Subject:** King Street

Nicole:

Hi! Hope you are well! I was hoping to speak to someone about parking on the north side of King Street. Specifically, I was hoping to request additional 15 minutes spaces, but also to suggest a re-thinking of the north side of the street pending the opening of the new hotel on that block. Currently, that side of the street is open for parking by anyone.

Who should I speak with?

Michael Monte  
Chief Operating and Financial Officer  
Champlain Housing Trust

802.861.7300 Direct Line  
802.578.9735 Cell  
802.862.6244 Main Line  
802.864.0734 Fax

88 King Street  
Burlington, Vermont 05401

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Norm:

Hope you are well.

We initiated this conversation in July 2013 and have gone through two staff with no real communication or result. Can you help?

**From:** Nicole Losch [<mailto:NLosch@burlingtonvt.gov>]

**Sent:** Thursday, September 25, 2014 10:24 AM

**To:** Michael Monte

**Subject:** RE: King Street update

Just to check in: I've forwarded your most recent email to my supervisor, Norm Baldwin, to see if he can get involved. He oversees Colin's work and would know more about what Colin mentioned in his email. Also, Colin's last day with the city was last week, and our new Engineering Technician (Damian Roy) just started at the beginning of this week. If you don't hear from Norm or Damian, let me know and I'll bring this up with them again!

Nicole Losch, PTP  
Transportation Planner  
645 Pine Street Suite A  
Burlington VT 05401  
802.865.5833 direct // 802.863.0466 fax  
[nlosch@burlingtonvt.gov](mailto:nlosch@burlingtonvt.gov)  
[www.burlingtonvt.gov/DPW](http://www.burlingtonvt.gov/DPW)

---

**From:** Michael Monte [<mailto:MMonte@champlainhousingtrust.org>]

**Sent:** Wednesday, September 17, 2014 4:06 PM

**To:** Nicole Losch

**Subject:** FW: King Street update

Hhmmm....can we discuss this please.

Michael Monte  
Chief Operating and Financial Officer  
Champlain Housing Trust

802.861.7300 Direct Line  
802.578.9735 Cell  
802.862.6244 Main Line  
802.864.0734 Fax

88 King Street  
Burlington, Vermont 05401

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**From:** Colin Brett [<mailto:cbrett@burlingtonvt.gov>]

**Sent:** Wednesday, September 17, 2014 3:27 PM

**To:** Michael Monte  
**Subject:** King Street update

Michael ,

I am working on writing up the request for the Youth Center and will have this placed on the agenda to the October commission. I want to be sure that the proposal is in accordance with the Centers interest. Currently I am proposing 2 fifteen minute parking spaces (just signs, not meters) be placed in front of the Youth Center that would be useful mainly for drop off/pick up at the youth center.

At this time I would also like to let you know that I am leaving Public Works at the end of this week. I will be sure to complete all documents for this request (as well as notify my successor of the status of this request) so that it will be included in the agenda for the next commission. If you have any other questions/comments please let me know.

Thanks,  
Colin

Colin Brett  
Engineering Technician  
645 Pine Street Suite A  
Burlington VT 05401  
802-865-5832  
[cbrett@burlingtonvt.gov](mailto:cbrett@burlingtonvt.gov)



Note:

1. All Existing Parking Spaces on the north side of King St. to be changed to 3-hour Metered Parking, 8:00am to 6:00pm.
2. All Existing Parking on the south side of King St. to become Residential Parking unless defined otherwise. No reduction in Residential Parking indicated.

Existing "No Parking Here to Corner" sign to be relocated 20' from Crosswalk

Champlain Housing Trust

Residential

Commercial Business

Residential

King Street Youth Center

Residential

Residential

(3) 15-Minute Parking Spaces to be established in front of the King Street Youth Center upon completion of Construction.

Key

- [Yellow Outline] = Resident Only Parking
- [Yellow Hatched] = 3-Hour Metered Parking
- [Red Outline] = 15-Minute Parking



King Street Parking Restructuring  
Proposed Conditions



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DESIGNED NJB	RFS NO. 2431
DRAWN DRR	SCALE 1"=30'
CHECKED NJB	DRAWING NO.
DATE 10/9/2014	SHEET 2 OF 2







The cover features a green background with a pattern of overlapping hexagons. A dark brown rectangle is positioned at the top right. A white rectangular area on the right side contains the title and publisher information. A thick green horizontal line is located at the bottom of the white area.

# Urban Street Design Guide

National Association of City  
Transportation Officials  
(NACTO)

# Urban Transportation Design

- Baseline Design Guides:
  - American Association of State Highway and Transportation Officials (AASHTO)
    - Guide for the Development of Bicycle Facilities
    - Guide for the Planning, Design, and Operation of Pedestrian Facilities
    - Policy on Geometric Design of Highways and Streets
- NACTO Guides:
  - Urban Street Design Guide
  - Urban Bikeway Design Guide
- NACTO guides endorsed by the Federal Highway Administration for a flexible approach to the planning and design process

# Adopting Design Guides

- October TEUC meeting: recommend City Council adopt the NACTO Urban Streets Design Guide
- Online resource: <http://nacto.org/usdg/>

**BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION**

**DRAFT MINUTES, September 17, 2014**

**(There was no August meeting)**

**645 Pine Street**

**(DVD of meeting may be on file at DPW)**

**COMMISSIONERS PRESENT:** Bob Alberry, Tiki Archambeau, Jim Barr, Asa Hopkins (Vice Chair), Nathan Lavery (Chair), Solveig Overby and Jeffrey Padgett

Commissioner Lavery called the meeting to order at 6:30 p.m.

**ITEM 1 – AGENDA**

Correction on typo in the materials for Item 4 Consent Agenda (Hyde St STOP sign removal): STOP sign location should have read *Hyde St and North Willard St* (instead of Hyde St and Spring St).

**ITEM 2 - THANKS TO FORMER COMMISSIONER MARK PORTER**

Director Spencer and Commissioner Lavery spoke on behalf of the Department and Commission in recognizing former Commissioner Porter's volunteer work and presented him with a plaque.

**ITEM 3 – PUBLIC FORUM**

Mark Porter: 1) Brookes Ave resident: No Prospect is deteriorating between Pearl and North St, especially in the non-parking lane. 2) Does *not* support the proposed consolidation of City-wide hauling being pursued by Chittenden Solid Waste District (CSWD), nor the process taken thus far. Requests that the DPW Commission *not* approve it, and dig into it further as the proposal progresses.

Chris Khamnei: "No Parking Mon-Fri 8am-5pm" signs appeared on Overlake Park with no prior notice, or forum, for residents. Claims that his employee called DPW on his behalf and was told that there was a public forum 15 years ago and the signs were never installed. Mr. Khamnei requests that the signs be removed. Director Spencer will follow up on how to begin the process.

**ITEM 4 – CONSENT AGENDA** (Refer to Commission Packet)

4.10 Hyde Street STOP Sign Removal and No Parking

Staff recommends that the Commission:

- Amend the current STOP sign locations to remove the STOP sign at the intersection of Hyde St and Spring St, causing traffic on Hyde St to stop;
- Enact "No Parking" on the west side of No Willard St beginning 135' north of Archibald St extending 65' north;
- Enact "No Parking" on the east side Hyde St beginning 150' north of Archibald St and continuing 35' north.

**Commissioner Hopkins moved** to accept the Consent Agenda with staff's recommendations; Commissioner Alberry seconded. Unanimous.

**ITEM 5 – 233 ST PAUL STREET TRADES APPEAL**

(Communication, Norman Baldwin, Assistant Director, and Appellant)

(Refer to Commission packet)

Commissioner Lavery confirmed/announced that Appellant Chris Khamnei was present, as well as Norman Baldwin, C.E., Assist Director, Department of Public Works (DPW); John Ryan, Mechanical/Plumbing Inspector, DPW; Gene Bergman, Esq., City Attorneys' Office (representing the City of Burlington) and Andy MacIlwaine, Esq. (representing the Commission).

Mr. Khamnei submitted a Plumbing Permit Application to John Ryan, Plumbing/Mechanical Inspector, which Mr. Ryan denied. Dated 4/6/14, Mr. Khamnei wrote the following work description, "Repair present pipe configuration in basement for all eleven units." Mr. Khamnei had written his name under "Property Owner Name" and, under "Contractor Name (if different from property owner)" wrote "Same." Mr. Ryan wrote on the application, "Rejected No Plb. License." Mr. Khamnei is appealing the rejection and is asking for clarity on interpretation of "maintenance" of plumbing and what a "maintenance" person can or cannot do without a plumbing license.

Mr. Ryan, Burlington City Plumbing and Mechanical Inspector for approximately six years and VT licensed master plumber for over thirty years, claims that Mr. Khamnei wanted to change piping for 233 St Paul St, an 11-unit apartment building, but in the absence of a licensed contractor listed on the application, rejected it.

Submitted into evidence, some of which was included in the DPW Commission packet and some distributed at the meeting, copies of:

- Appeal letter dated 04/06/14 by Chris Khamnei to Norm Baldwin;
- Plumbing Permit Application for 233 St Paul St dated 4/6/14;
- Black's Law Dictionary;
- E-mails of 02/04/14, 02/05/15 and 02/06/14 between Chris Khamnei and Gerald Garrow, Robert Patterson, Ned Holt, Norm Baldwin and John Ryan;
- "State of Vermont Division of Fire Safety Vermont Plumbing Rules/The Department of Public Safety & The Plumbers' Examining Board 2012, Effective date...July 1, 2013;"
- Inspection Agreement Between the State of Vermont and the City of Burlington dated 05/06/13

Atty Bergman asked the Commission that their decision on the appeal not be colored by the delay in bringing the appeal before the Commission (due to its complexity). Commissioner Lavery closed this portion of the hearing. Discussion will take place after this meeting in a deliberative session. Once the Commission reaches a decision a ruling will be issued.

#### **ITEM 6 - 49 CURTIS AVENUE TRADES APPEAL**

(Communication, Norman Baldwin, Assistant Director, and Appellant)

(Refer to Commission packet)

Commissioner Lavery confirmed/announced that Appellant Adam Holt was present, as well as Mr. Baldwin; Bradley Biggie, Building Inspector, DPW; Atty Bergman (representing the City of Burlington) and Atty MacIlwaine (representing the Commission).

Mr. Biggie went to Mr. Adam Holt's residence at 49 Curtis Ave for a rough framing inspection of a permitted bathroom and while there observed that the cellar space was being used as habitable space and not code compliant. Further research revealed that the cellar space had been developed without a zoning or building permit, *all prior to Mr. Holt's purchase of the property*. Mr. Biggie sent a letter to Adam and Jamie Holt stating the reasons that the cellar space is uninhabitable. DPW is asking Mr. Holt to either bring the space up to code or have it returned as storage space (which Mr. Biggie stated could be done by taking out the ceiling and removing the carpeting) for life safety reasons.

Submitted into evidence, some of which was included in the DPW Commission packet and some distributed at the meeting, copies of:

- Memo dated September 11, 2014 to Public Works Commission from Mr. Biggie re: the Holt Appeal;
- E-mail from Mr. Holt to Mr. Biggie dated September 11, 2014 with follow-up questions;

- Certified letter dated July 23, 2014 to Director Spencer from Adam and Jamie Holt, asking the City to recognize that the basement remodel was completed prior to their ownership of the home and express the Holts' intention to work with the City to have a safe home and clean title;
- Photos of the space that Mr. Biggie took during his inspection;
- Sketch of the basement with accompanying square foot measurements;
- Photos of basement as sold in 2012;
- Notice of Hearing dated September 10, 2014 to Adam and Jamie Holt from Mr. Baldwin;
- Certified letter dated July 10, 2014 to Adam and Jamie Holt from Mr. Biggie stating that the basement would be listed as a non-habitable space, and the reasons;
- **Chapter 8 of the City Code of Ordinance pertaining to the adoption of NFPA 101 and Vermont Fire and Building Safety Code;**
- Print-out of City database pertaining to 49 Curtis Ave showing no record of zoning or building permits for the cellar space.

Mr. Holt has been directed to bring the space into compliance by securing a building permit as well as other applicable permits, comply with the referenced codes or return the space to its approved use as storage only.

Mr. Holt and his wife purchased the home in March, 2012. There was no disclosure about the basement remodel, though the house was being advertised as being rebuilt in 2004. After receiving Mr. Biggie's letter, Mr. Holt contacted the previous owners who lived at 49 Curtis Ave from 2005-2012; he was told that the bathroom was the only work being done. Mr. Holt also contacted the Zoning office, Mr. Biggie and the Electrical Inspector Shelley Warren. He wants to preserve what he purchased. He is concerned that the basement work was able to be done without the usual checks and balances picking up the fact that there were no permits and the work was not code compliant.

Mr. Holt submitted into evidence a packet, copies of which include a form showing when the home was built; listing sheets on how the home was advertised; photos on how the space presently looks, plans, photos of the dated work, square footage of the home; average heights of Americans; part of disclaimer statement showing that the owners had gotten permits for everything. The variance Mr. Holt is seeking would be for the one soffit box (he would need to consult with Mr. Ryan).

Mr. Holt would like the Commission to consider a possible variance of the code due to: the age of the home; a history of a finished basement; the fact that it was falsely advertised and fraudulently sold to the Holts; the seller, selling agent, buying agent, title search, home inspector, closing attorneys, disclosure and disclaimer statement all failed to inform the Holts about the work done in the basement without permits and inspections.

Mr. Biggie said that Mr. Holt would need to remove the carpet and ceiling to return the cellar to inhabitable use.

**Commissioner Alberry moved** to postpone this hearing pending an agreement between the Department and Mr. Holt, that the area in the cellar would not be occupied until a decision is made, *if* he (Mr. Holt) can apply for a variance.\* Commissioner Lavery: The Commission is actually asking for a continuance option. If we have a continuance, at that point the homeowner doesn't need to make any changes because the Commission hasn't ruled on whether they would grant the appeal (meaning, Mr. Holt would not need to remove carpet or take down the ceiling). This would give Mr. Holt and the Department the chance to consider options for a variance and see if the parties reach an agreement, and if they do, they can come back and bring *that* forward to withdraw the appeal and if not, we would be able to finish the appeal and render the Commission's judgment. In the meantime, Mr. Holt will agree *not* to use the space as



habitable by any definition discussed here tonight. Commissioner Padgett seconded the motion for a continuance. Unanimous.

Mr. Holt is asked to submit an Affidavit\*\* saying that he will not use the cellar as habitable space. Friendly amendment by Commissioner Archambeau: Ask for a timeline for the submission of the Affidavit (end of this week, concurred by Atty MacIlwaine). Absent the Affidavit, the Commission would call a special meeting next week to continue discussion. If the Affidavit is submitted on time, the possibility of a variance will be on the October meeting Agenda.

\*Variance is for ceiling height *only* and would need to meet life and safety codes for Vermont.

\*\*The Affidavit will be a formal statement that the cellar will *not* be used as a habitable space starting immediately and until the parties meet again with a variance proposal. Mr. Holt has been forewarned about the risk he is taking upon himself in using the space as it is.

#### **ITEM 7 – CSWD CONSOLIDATED COLLECTION STUDY**

(Presentation, Tom Moreau, Chittenden Solid Waste District)

(Refer to Commission packet)

Mr. Moreau reported on the status of the proposed consolidated collection study. CSWD started a citizens' advisory committee (Commissioner Padgett is on the committee but as a Burlington resident, not as a Commissioner). The "sisters neighborhood" chose to try consolidated pick-up which seems to be working for them. Some haulers are in opposition to the proposed study fearing for their livelihood. Director Spencer welcomes feedback and will continue to update the commissioners through his Director's Report or in other ways. Mr. Moreau also invited comments/questions via e-mail.

#### **ITEM 8 – FISCAL YEAR 2015 STREET RECONSTRUCTION PROGRAM UPDATE**

(Oral Communication, Laura Wheelock)

Staff made the decision to postpone the paving of Foster Street, as the Water Division needed to upgrade to a new 8" high pressure water line, slated for this fall. Ms. Wheelock intends to honor the project, possibly in the coming spring. Other unanticipated work was identified and done, thanks in part to this year's diligent paving inspector. Last winter's ice conditions took their toll on streets that were not slated for work. Utilities (Water Division, VT Gas and B.E.D.) were not able to meet our deadline of June 2015 to have their work completed prior to the start of the road construction.

#### **ITEM 9 - MINUTES OF JULY 16, 2014**

(Refer to Commission packet and to Amendment Request dated 9/17/14 from the Litwhilers)

Amendment Request: 1) Item 4, Public Forum, Stephen Litwhiler, 1<sup>st</sup> sentence: Change "tenants" to "customers." 2) Item 5, Consent Agenda, 5.30 Colchester Ave Taxicab Stand Removal, 1<sup>st</sup> bullet: Delete "495" Colchester Ave.

**Commissioner Barr moved** to accept the minutes as amended; Commissioner Archambeau seconded. Unanimous.

#### **ITEM 10 – DIRECTOR'S REPORT** (Chapin Spencer, Director)

(Refer to Commission packet)

- Our policy on regulating spaces in parking garages: The Commission regulates street parking and had up until a few years ago regulated spaces within garages. Beginning with next month's meeting, Director Spencer will bring forward a list of the current uses within the garages for the Commission's review.
- Next month's meeting: NACTO Urban Streets Design Guide adoption (see packet for October).

- Petroleum contamination determined to be from a non-city property that was discharged into our collection system. A temporary cap was placed on the pipe in April, 2014.
- Cliff St sidewalk meeting was held last night at DPW with neighbors following up from the March meeting. The final design will go out to bid this fall, with construction planned for next spring.

#### **ITEM 11 – COMMISSIONER COMMUNICATIONS**

Commissioner Barr – Questioned the North Prospect Street road surface. Director Spencer: We are actively exploring crack sealing to help preserve pavement quality. DPW is also hoping to get additional funding for a burst of sidewalk repair this fall; Director Spencer will report to the Commission at the next meeting.

Commissioner Overby – Questioned the asphalted portion of the east side of the Mansfield Ave sidewalk. DPW plans to attend to that section hopefully next year.

Commissioner Padgett as private citizen Jeff Padgett – His participation on the Citizen’s Advisory Council (CSWD) for consolidated collection: He is concerned about the relationship between the haulers and CSWD (haulers’ apparent anger with CSWD) and suggests CSWD invest some funds to rebuild the relationship with the haulers. Mr. Padgett took a position mostly against consolidated hauling because he didn’t believe that CSWD had the political capacity to come in from the top and be able to create a contract for all the towns and get all the haulers to agree with (too complicated). He suggested putting together a pamphlet encouraging neighbors to consolidate with each other with the benefit of better rates from the haulers.

**As Commissioner Padgett:** NACTO guidelines section about mid-block crossings – He found nothing about how to properly sign them or what warrants the application of one.

Commissioner Lavery: On behalf of his Hyde Street neighbors, a big thank-you for the work the department did. Asked that Director Spencer pass along to staff any e-mails he may have received from the residents.

#### **ITEM 12 – EXECUTIVE SESSION FOR DELIBERATION OF APPEALS**

**Commissioner Padgett made a motion** to move into deliberative session to deliberate appeal from Item 5 (233 St Paul St Trades Appeal). Commissioner Barr seconded. Once the Deliberative session ends, the Commission will adjourn.

#### **ITEM 13 – NEXT MEETING DATE & ADJOURNMENT**

The next regular DPW Commission meeting is scheduled for Wednesday, October 15, 2014 at 6:30pm. If an Affidavit for Item 6 (49 Curtis Ave Trades Appeal) is not received by the Commission by Friday, September 19<sup>th</sup>, a special meeting will be held next week.

#### **Non-Discrimination**

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.



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**Chapin Spencer**  
*DIRECTOR OF PUBLIC WORKS*

To: DPW Commissioners  
Fr: Chapin Spencer, Director  
Re: **Director's Report**  
Date: October 8, 2014

**NORTH AVENUE CORRIDOR STUDY:**

The resolution supporting the North Avenue Corridor Study was unanimously adopted by the City Council on October 6<sup>th</sup> – after hearing from dozens of residents at a large public forum and approving four amendments to the resolution. A good summary of the Council meeting can be read [here](#). The project website with the Council materials is [here](#).

**PARKING RATE & HOUR CHANGES:**

Due to the delays in delivery of the single-space smart meters, the changes to parking rates and hours that the Commission approved at the July Commission meeting have been pushed back until November 1<sup>st</sup>. An education campaign will launch soon.

**CAPITAL PLANNING WORK CONTINUES:**

Public Works continues to take a lead role in accomplishing the goal that the Mayor set at the 2014 State of the City speech where he called for the City to develop a citywide capital plan. The facility assessment of city buildings is progressing very well and will be completed in the next couple of months. The City Council approved the department's selection of a contractor to undertake an assessment of the City's sidewalk system on October 6<sup>th</sup> and that assessment will be underway soon. We are also making progress on developing capital plans for water, fleet, stormwater, etc.

**NACTO GUIDE ADOPTION**

Following the update in last month's Director's Report, staff will be bringing forward an item for the Commission to consider recommending adoption of the NACTO Urban Streets Design Guide to the City Council. The guide offers additional design options for cities that are working to accommodate all modes in constrained rights-of-way. The guide has recently been endorsed by the Federal Highway Administration. Take a look at the guide here: <http://nacto.org/usdg/>.

**PINE STREET CRASHES**

As requested by a Commissioner, I will provide an update on the recent crashes at the meeting.

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## UPDATES:

- **Ended FY'14 with the DPW General Fund** off only \$5K from budget despite a very costly winter season (salt alone was more than \$130,000 over budget). A huge thank you to managers for their vigilant financial management!
- **Completed two traffic calming projects** -- Hyde St and Spring St.
- **Meeting FY'15 sidewalk construction targets** for FY'15 after a soft FY'14.
- **Achieved full staffing in Plangineering** with the hiring of Damian Roy as our Engineering Tech
- **Hired Tim Hennessey as electrical inspector** on a temporary basis to cover for Shelley Warren's leave of absence.
- **Completed most aggressive hydrant flushing of water system in years**, but need to focus on how to minimize low/no pressure issues at adjacent properties for 2015
- **Beginning to draft the scope of work for developing the City's engineering standards and street design guidelines** so that a contractor can help get this framework completed for future Downtown TIF investments.
- **Simplified the notice requirements for sprinkler repair work** – in response to having the issue raised to us by a Burlington resident. Our procedure used to require a legal posting to BFP that was time consuming and would cost \$150. We've simplified this to just notifying us and putting it on our website. See website for more info: [www.burlingtonvt.gov/DPW/Fire-Sprinkler-Notifications](http://www.burlingtonvt.gov/DPW/Fire-Sprinkler-Notifications)
- Prepared to launch an “**Adopt a Drain**” volunteer initiative to get residents to help us keeping drain grates clear of debris. The stormwater team is planning a press release and a social media outreach.

**Next DPW Commission Meeting:** Wednesday, November 19<sup>th</sup>, 2014 @ 6:30pm